

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Paralegal Assistant II – Retired/Recalled Judges, Alternative Dispute Resolution (ADR) Unit

GRADE: G-16 (Paralegal Assistant II)

ANNUAL SALARY: \$36,225 - \$47,000

LOCATION: ADR Unit, Circuit Court for Prince George's County, Maryland

TYPICAL DUTIES: The incumbent, under the supervision of the Paralegal Supervisor, is responsible for providing paralegal support to the ADR Retired/Recalled Judges' Unit. Reviews and briefs civil case files in preparation of ADR conferences. Drafts orders, memoranda, and distributes case files to the appropriate personnel for further action. Maintains and coordinates Retired/Recalled Judges' calendars with the Administrative Aide to the Retired Judges and ADR Coordinator. At the request of the Retired/Recalled Judges, performs research to determine the status of cases. Maintains a high volume caseload while meeting various deadlines, responds to ADR inquiries from the public, attorneys, and court personnel in a courteous manner, and cross trains as backup support to specialized judicial paralegals. The incumbent may also perform other duties as assigned within the classification.

MINIMUM QUALIFICATION REQUIREMENTS

Associates of Arts Degree in Paralegal Studies or in a relevant field such as criminal justice or legal studies from an accredited college or university or a paralegal certificate, plus one year experience in civil procedure. Possess advanced knowledge of legal procedures and terminology; the ability to research and compose legal documents, letters and memoranda. Must be computer literate and able to operate various database systems. Have the ability to exercise a high degree of judgment, demonstrate diplomacy and exemplify competence interacting with judges, magistrates, attorneys, public officials, litigants, co-workers and the general public. Ability to speak Spanish is a plus. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial Section of the Prince George's County's website: <http://princegeorgescourts.org/jobs.aspx>.

CLOSING DATE: All applications must be received by 5:00 p.m. EST on Monday, August 29, 2016.

APPLY TO: Director of Human Resources
Court Administrative Office
Room M2407, Court House
Upper Marlboro, MD 20772
FAX (301) 952-4447 / E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County - An Equal Opportunity Employer, Committed to Diversity in the workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable Accommodation upon Request.